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8 January 1964

OFFICE OF SECURITY NOTICE #64-1

MEMORANDUM FOR: All Office of Security Personnel
Who Are Responsible for Prepara-
tion of Fitness Reports

SUBJECT : Guides to Fitness Report Preparation

1. All Office of Security employees who are responsible for preparing Fitness Reports on subordinates should immediately familiarize themselves with the contents of two recent Agency Notices pertaining to Fitness Report preparation. These issuances are [REDACTED] dated 10 October 1963 and [REDACTED] dated 4 December 1963.

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2. The first of these issuances has as an attachment a "Fitness Report Guide" to assist supervisors and all officials having fitness reporting responsibilities. Particular attention should be given to paragraph 2d(3) and paragraphs 3 and 4 of this Guide. The first paragraph indicates that since "Proficient" has come to represent the average on our rating scale; it is appropriate to adopt it as such in order to promote uniformity in the interpretation of adjective ratings. Paragraph 3 contains guidance on the preparation of the "Narrative Comments" section of Fitness Reports and, paragraph 4 outlines the responsibility of Reviewing Officials to insure that each report contains meaningful information and conforms to Agency rating standards. This paragraph also instructs Reviewing Officials to comment on every Fitness Report and more fully on those containing high or low ratings.

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3. [REDACTED] directs rating officials to rate employees with supervisory responsibilities on their ability to supervise. "Cost consciousness" and effectiveness in the "use of personnel, space, equipment, and funds" are among the responsibilities which should be considered in the preparation of Fitness Reports. The notice further states that "effective immediately, evaluation of these factors is mandatory for all employees who have

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responsibilities for managing Agency assets. Each Fitness Report shall include an evaluation of the employee's effectiveness in performing his duties with maximum economy or an explanation of why such evaluation is not applicable.

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R. E. Dammann
Director of Security

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